

[Template prepared by Bette Hartnett, Grant Professional, Nevada Department of Education, 2013]						
<b>FEDERAL BUDGET SUMMARY TEMPLATE</b>						
<b>Applicant Name - Title of Project</b>						
Dollar amounts are rounded up to nearest whole dollar						
NOTE: See Fly America Act information on last page of this template						
FY = Fiscal Year July 1 - June 30      FTE = Full-Time Equivalent, based on 2,080 hrs./yr. for 100% or 1.00 FTE      COLA = Cost of Living Adjustment						
GSA = Federal General Services Administration      est. = estimated      RT = Round Trip      TBH = To Be Hired (grant funded)      TBD = To Be Determined						
	<b>YEAR 1 FY2013</b>	<b>YEAR 2 FY2014</b>	<b>YEAR 3 FY2015</b>	<b>TOTAL GRANT FUNDS</b>	<b>MATCH / IN-KIND</b>	<b>GOAL, OBJECTIVE, OUTCOME, and/or DELIVERABLE</b>
<b>1. PERSONNEL</b> see Budget Narrative [or Narrative, pp. XX-XX or Appendix X] for duties and responsibilities						
1a. TBH: Title, (classification XX.XXX), # @ 1.00 FTE, salary Grade/Step XX-XX, \$XX,XXX /yr. w/ tentative 3% COLA yrs. 2, 3						
1b. TBH: Title, (classification XX.XXX), # @ 1.00 FTE, salary Grade/Step XX-XX, \$XX,XXX /yr. w/ tentative 3% COLA yrs. 2, 3						
1c. Title, (classification XX.XXX), current XXX employee, # @ 0.50 FTE, salary Grade/Step XX-XX, \$XX,XXX /yr. w/ tentative 3% COLA yrs. 2, 3						
<b>Personnel Total</b>						
<b>2. FRINGE BENEFITS ~XX%</b> see Budget Narrative for itemization						
2a. PERSONNEL 1a: Employer/Employee paid plan - actual cost						
2b. PERSONNEL 1b: Employer/Employee paid plan - actual cost						
2c. PERSONNEL 1c: Employer paid plan, calculated at approximately XX%						
<b>Fringe Benefits Total</b>						
<b>Personnel + Fringe Benefits Total</b>						

	YEAR 1 FY2013	YEAR 2 FY2014	YEAR 3 FY2015	TOTAL GRANT FUNDS	MATCH / IN-KIND	GOAL, OBJECTIVE, OUTCOME, and/or DELIVERABLE
<b>3. TRAVEL [ IMPORTANT: see last page of this template for Fly America Act information and requirements. Spell airline names (e.g, Southwest Airlines, not SWA) ]</b>						
<b>3a. OUT-OF-STATE:</b> Title(s) of traveler(s) attend title of event, location, and date [ or TBD location and date or see Budget Narrative, pp. #-# for details]						
Airfare, RT name of Airport to/from name of Airport, XXX Airline, XXX Fare as of date, # people @ \$XXX.xx / person (\$XXX.xx base fare + \$XX.xx tax and fees)						
Airline checked baggage fee: # bags @ \$XX / bag						
Travel agent: describe fee and cost basis						
Mileage, RT place of business to/from Airport, type of transportation, # mi. x # people @ \$0.XXX / mi.						
Airport parking: # days x # people @ \$XX/day						
Ground transportation: # days x # people @ est. \$XX/day						
Lodging: out-of-state GSA rate, date, # days x # people @ \$XXX.xx / day						
Lodging tax: out-of-state GSA rate, XX% / day, # days x # people @ \$XX.xx / day						
Per diem (M&IE): out-of-state GSA rate, full day, # days x # people @ \$XX.xx / day						
Per diem (M&IE): out-of-state GSA rate, first & last days of travel, # days x # people @ \$XX.xx / day						
<i>3a. Travel Out-of-State Sub-total</i>						
<b>3b. IN-STATE:</b> Title(s) of traveler(s) attend title of event, location, and date [ or TBD location and date or see Budget Narrative, pp. #-# for details]						
Repeat same information as for Out-of-State Travel, using GSA CONUS (continental U.S.) rate by state, State of Nevada, and/or other approved rates. If unknown, describe where the travel may occur for what purpose, an est. amount for an est. # of people for an est. # of trips and/or miles per year						
<i>3b. Travel In-State Sub-total</i>						
<b><i>Travel Out-of-State and In-State Total</i></b>						

	YEAR 1 FY2013	YEAR 2 FY2014	YEAR 3 FY2015	TOTAL GRANT FUNDS	MATCH / IN-KIND	GOAL, OBJECTIVE, OUTCOME, and/or DELIVERABLE
<b>4. EQUIPMENT</b> Nonexpendable, tangible personal property with a unit cost of \$5,000 or more with a useful life of more than one year. See Budget Narrative, p. # for purchase rationale, specifications, price quotes. [NOTE: federal Office of Management and Budget: <a href="http://www.whitehouse.gov/omb/circulars_default">http://www.whitehouse.gov/omb/circulars_default</a> and click on "Agency Info" "Circulars" link on left of page for allowable costs]						
4a. XXX, # @ \$X,XXX / unit						
4b. XXX, # @ \$X,XXX /unit						
<b>Equipment Total</b>						
<b>5. SUPPLIES</b> Less than or equal to a unit cost of \$5,000. See Budget Narrative for purchase rationale, specifications, price quotes. [NOTE: federal Office of Management and Budget website: <a href="http://www.whitehouse.gov/omb/circulars_default">http://www.whitehouse.gov/omb/circulars_default</a> and click on "Agency Info" "Circulars" link on left of page for allowable costs]						
5a. XXX, # @ \$XX / unit						
5b. XXX, # @ \$XXX / unit						
5c. Office supplies:						
5d. Professional development materials:						
5e. Computer(s):						
5f. Computer workstation(s):						
5g. Software:						
<b>Supplies Total</b>						
<b>6. CONTRACTUAL</b> see Budget Narrative [or Narrative, pp. XX-XX or Appendix X] for contractor duties and responsibilities						
6a. Type/Name of contractor, service to provide, # hrs. / yr. @ \$XXX / hr.						
6b. Type/Name of contractor, service to provide, # hrs. / yr. @ \$XXX / hr						
<b>Contractual Total</b>						
<i>Amount of Contractual Not Subject to Indirect Costs</i>						

	YEAR 1 FY2013	YEAR 2 FY2014	YEAR 3 FY2015	TOTAL GRANT FUNDS	MATCH / IN-KIND	GOAL, OBJECTIVE, OUTCOME, and/or DELIVERABLE
<b>7. CONSTRUCTION</b>						
7a. [use grant program allowable costs]						
<b>Construction Total</b>						
<b>8. OTHER</b> see additional Budget Summaries for each partner and Budget Narrative, pp. #-# for details						
8a. SUBGRANT not subject to indirect costs: [project partner]						
8b. SUBGRANT not subject to indirect costs: [project partner]						
8c. Operating Costs per person:						
8d. Professional Development:						
8e. Software Licenses:						
8f. Postage, Shipping/Handling:						
8g. Fees:						
<b>Other Total</b>						
<i>Amount of Subgrants Not Subject to Indirect Costs</i>						
<b>9. TOTAL DIRECT COSTS</b>						
<i>Direct Costs on which Indirect Costs are calculated = Total Direct Costs subtract Equipment, Subgrants, all but \$XX,XXX of Contractual</i>						
<b>10. INDIRECT COSTS</b> [or maximum Administrative Costs % allowed]						
Indirect Cost Rate (ICR) - [ Restricted or Unrestricted ], XX%. Agreement w/ name of federal cognizant agency, date in effect. See Appendix X: Indirect Cost Rate Agreement [or see Budget Narrative, pp. #-#]						
<b>11. TRAINING STIPENDS</b>						
<b>12. TOTAL COSTS</b> Budget Categories 9 + 10 + 11						

### **FLY AMERICA ACT**

Federal travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act", to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government. One exception to this requirement is transportation provided under a bilateral or multilateral air transport agreement, to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

The United States Government has entered into several air transport agreements that allow federal funded transportation services for travel and cargo movements to use foreign air carriers under certain circumstances.

There are currently four bilateral/multilateral "Open Skies Agreements" (U.S. Government Procured Transportation):

- United States (US) Government and the European Union (EU) effective April 30, 2007 US-EU Amendment effective June 24, 2010, and US-EU Amendment effective June 21, 2011
- United States (US) and Australia effective October 1, 2008
- United States (US) and Switzerland effective October 1, 2008
- United States (US) and Japan effective October 1, 2011

Information on the four Open Skies Air Transportation Agreements (U.S. Government Procured Transportation) and other specific country agreements may be accessed via the Department of State's website.

The rights given to airlines concerning U.S Government procured transportation under the Open Skies Agreement do not apply to transportation obtained or funded by the Secretary of Defense or the Secretary of a military department.

Federal Travel Regulation (FTR) Bulletin 11-02 and Bulletin 12-04 provides additional information and guidance on Open Skies agreements.

**For more information on the Fly America Act and Open Skies, please send e-mail to [travel.policy@gsa.gov](mailto:travel.policy@gsa.gov)**